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INSTRUCTION NO.  
LI 1-14

LI 1-14  
ORGANIZATION

Revised

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SUBJECT: Mission, Functions, and Delegations of Authority; Executive  
Officer, Office of Logistics

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1. MISSION

Provide administrative support and coordinate all functions of the Office  
of Logistics (OL).

2. FUNCTIONS AND AUTHORITIES OF THE EXECUTIVE OFFICER (EO/OL)

a. Functions

- (1) The EO is in the chain of command from the Director of Logistics (D/L) and the Deputy Director of Logistics (DD/L) to the divisions and staffs within the Office of Logistics. The EO/OL will assist with the overall management of the Office of Logistics and exercise supervisory authority over division and staff elements.
- (2) Provide planning, policy, and procedural guidance to the D/L and division and staff chiefs on matters pertaining to organization and management, budget and fiscal, and registry and record services.
- (3) Initiate and administratively control all Office of Logistics regulatory issuances and Agency issuances concerning the Office of Logistics.
- (4) Serve as focal point and primary action officer for all matters pertaining to the Freedom of Information Act in the Office of Logistics.

In this area, the EO/OL shall ensure that provisions of Executive Order

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STATINTL 11652, [REDACTED] (National Security Information Classification, Declassification, and Access) are properly administered in ~~the~~ <sup>OL</sup> Office of Logistics.

(5) Perform administrative duties of common concern for ~~the Office~~ <sup>OL</sup> of Logistics.

(4)(6) Maintain liaison with other Agency components.

✓ (7) Provide for ~~the Office of Logistics~~ <sup>OL</sup> the following support services:

(a) A budget and fiscal activity to advise and assist in financial matters, to prepare and execute the ~~Office of~~ <sup>OL</sup> Logistics budget, to initiate and maintain appropriate records, to furnish reports, and to perform other duties of a fiscal nature.

(b) A registry for receipt and release of official communications and maintenance of files in connection therewith.

b. Authorities of the EO/OL - In conjunction with the functions detailed above, the EO/OL is delegated authority to:

- (1) In the absence of the D/L and/or the DD/L, exercise all approval authorities specifically delegated to them.
- (2) Approve all OL financial transactions including ~~authorities~~ <sup>of</sup> Travel Authorizing Official.
- (3) Approve training requests within authorities delegated to the D/L.
- (4) Approve and control space allocation, alterations, moves, and services within ~~the Office of Logistics~~ <sup>OL</sup>.
- (5) Approve new orders for the acquisition of general-purpose publications.
- (6) Direct and approve holiday work and irregular overtime, as

STATINTL defined in [REDACTED] This includes certification

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of time and attendance reports for GS-12 through GS-14 employees who have been authorized to perform overtime.

(7) Approve Printing Services Requisitions for the Office of *OL*,  
Logistics.

(8) Release dispatches and cables pertaining to *OL* Office of,  
Logistics matters.

3. FUNCTIONS OF BUDGET AND FISCAL BRANCH AND RECORDS AND SERVICES BRANCH

a. Budget and Fiscal Branch

(1) .....

*See attached continuation of  
old notice - this will be reviewed  
by Helen prior to final typing -*

*El have also cut down on some  
of the detail contained in Registry section.*

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(7)(c) Provide for the Office of Logistics the following support services:

- (a) A budget and fiscal activity to advise and assist in financial matters, to prepare and execute the Office of Logistics budget, to initiate and maintain appropriate records, to furnish reports, and to perform other duties of a fiscal nature.
- (b) A registry for receipt and release of official communications and maintenance of files in connection therewith.

3. FUNCTIONS OF BUDGET AND FISCAL BRANCH AND RECORDS AND SERVICES BRANCH.

B. Budget and Fiscal Branch

- (1) Assist in the compilation, review, and preparation of the Office of Logistics ~~Program~~ *Program* ~~CALL~~ *Response to Annual* OL
- (2) Upon receipt of fund and position ceilings established by the Deputy Director for ~~Management and Services~~ *Administration*, review the Office of Logistics Program, make recommendations to the Director of Logistics and, based on decisions made, prepare the annual Office Estimates budgetary submission. OL
- (3) Responsible for the maintenance of financial records and for the preparation of analytical reports, on a monthly basis, reflecting the status of funds and Property Requisitioning Authority allotted to the Office of Logistics. OL, D/L
- (4) Responsible for the maintenance of financial records reflecting the status of funds allotted to the Director of Logistics for the Headquarters procurement of Agency property. D/L
- (5) Provide procedural and regulatory guidance to Office of Logistics personnel concerning budgetary and accounting problems. OL

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- (6) Responsible for certifying the availability of funds and for reviewing travel orders and related accountings as well as various types of reimbursement vouchers to insure compliance with Agency financial regulations.
- (7) Initiate correspondence to accomplish funding of the Region 3 and Region 9, General Services Administration, Working Funds, ~~as well as the~~ [REDACTED] Maintenance and Operations Accounts. (25X1A)
- (8) Responsible for administrative review of imprest funds maintained by ~~Office of Logistics~~ personnel. OL
- (9) Responsible for liaison with other components of the Agency with respect to budget and fiscal matters.

3 15/6. Records and Services Branch

- (1) In accordance with Agency regulations, provide policy and procedural guidance and assistance to the ~~Director of Logistics~~, the ~~Executive Officer~~, and other OL personnel concerning communications, regulatory material, records and forms creation, maintenance, use, preservation, and disposition. D/C
- (2) Responsible for the ~~Office of Logistics~~ vital material program. OL
- (3) Operate the ~~Office of Logistics~~ mail center, prepare mail control tickets, and assign correspondence to the proper ~~Office of Logistics~~ component for action, establishing suspense dates when necessary. OL
- (4) Responsible for the maintenance of official files, determining what is permanent record material and what is temporary, for the Office of the ~~Director of Logistics~~. DL
- (5) [REDACTED] 25X1A

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- (6) Set up the distribution pattern for Agency and Logistics regulatory material and distribute all such publications.
- (7) Responsible for the initial breakdown and distribution of pay checks, time and attendance cards, and IBM leave runs for the Office of Logistics.
- (6) (8) Within the Office of Logistics, responsible for the <sup>OL</sup> ~~setup~~ <sup>set up.</sup> and maintenance of official files for Agency regulatory material proposed for publication.
- (9) Process incoming and outgoing cables and dispatches, analyzing and assigning action to Office of Logistics components as required.
- (7) (10) Control ~~unclassified and other~~ Top Secret and registered documents and process in accordance with existing instructions; maintain central file for documents, and develop and maintain instructions for handling documents; destroy Top Secret material when appropriate.
- (8) (11) Obtain pseudonyms and aliases for all ~~AL~~ employees, maintain official records, and provide the necessary reference service.
- (12) Responsible for the upkeep and maintenance of a copying machine.
- (13) Maintain liaison with other Agency components on matters within the jurisdiction of the Records and Services Branch.

~~3 ORGANIZATION~~

~~See organization chart (page 2).~~

  
FRANCIS J. VAN DAMM  
Director of Logistics

25X1A

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*Mike M.*

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ORGANIZATION  
Revised 18 July 1973

SUBJECT: MISSION, FUNCTIONS, and Delegation of Authority; Executive Office  
~~Organization and Functions - Executive Office~~

Revised: LI-1-14 - dated 18 July 1973

1. MISSION

Provide administrative support and coordinate all functions, ~~unless specifically exempt~~, of the Office of Logistics.

2. FUNCTIONS and Authority of Executive Officer (EO/OL)

a. FUNCTIONS  
~~Executive Officer (EO/OL)~~

(1) ~~Insert~~

(2) Provide planning, policy, and procedural guidance to the Director of Logistics and division and staff chiefs on matters pertaining to organization and management, budget and fiscal, and registry and record services.

(3) Initiate and administratively control all Office of Logistics regulatory issuances and Agency issuances concerning the Office of Logistics.

(4) ~~Insert~~

(5) Perform administrative duties of common concern for the Office of Logistics.

(4) Approve and control space allocation, alterations, moves, and services within the Office of Logistics.

(6) Maintain liaison with other Agency components.

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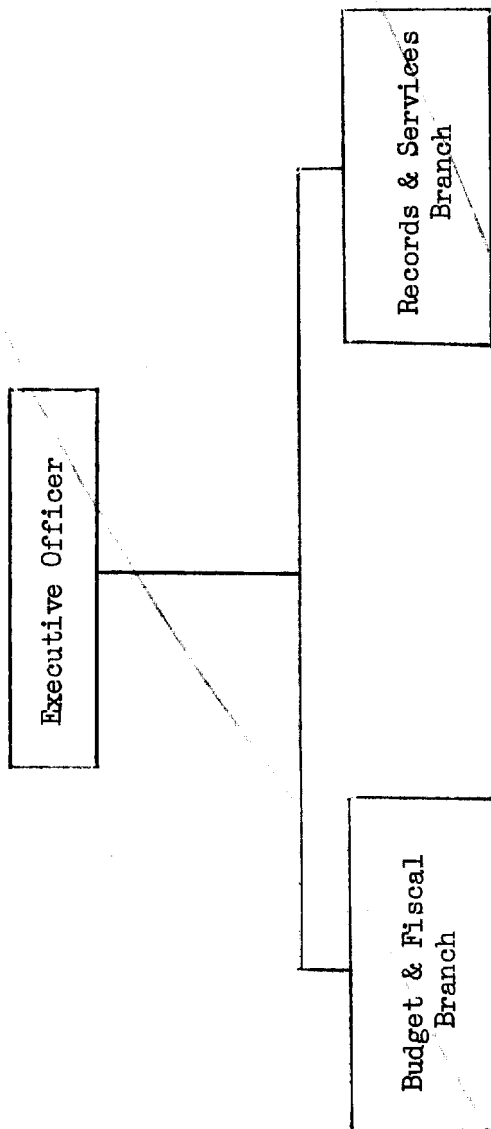
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EXECUTIVE OFFICE

OFFICE OF LOGISTICS



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